

Law Enforcement Terrorism Prevention Program

Allowable Training Costs

- Training courses on building information sharing capacities
- Training that includes methods of target hardening (overtime/backfill costs associated with training)
- Training for facility security personnel (overtime/backfill costs associated with training)
- Training for vessel and port law enforcement security personnel
 - Recognition of CBRNE threats
- Weaponization of WMD agents
- History of terrorism and social environments contributing to threats
- Surveillance techniques
- Identifying/assessing critical infrastructure assets, vulnerabilities, and threats
- Intelligence analysis
- Cyber security enhancements
- Multi-cultural training for undercover operations
- Language training
- Joint training with other homeland security entities (Secret Service/Customs and Border Protection)
- Training on the use of interoperable communications equipment

Multiple level training should be focused on a regional model. Grantees using these funds to develop their own courses should address the critical training areas and gaps identified in the State's Homeland Security Strategy and must adhere to the ODP Emergency Responder Guidelines and ODP Prevention and Deterrence Guidelines. These guidelines may be found at:

<http://www.ojp.usdoj.gov/odp/whatsnew/whatsnew.htm>

Grantees who wish to use grant funds to support attendance for and/or development of non-ODP sponsored training, must receive approval from ODP prior to using funds for this purpose. Please see Appendix D for the ODP Training Approval Process. Where an ODP sponsored and approved training course or module addresses an allowable training activity enumerated above, States and local jurisdictions are encouraged to adopt the ODP program of instruction, or ensure that materials developed using funds from this program comport with the ODP training. Grantees and sub-grantees using funds to develop courses or to attend non-ODP courses will be required to report the number of individuals trained, by discipline and course level, in their bi-annual strategy implementation reports (see **Appendix C**).

In addition, allowable training-related costs include:

- 1. Overtime and backfill funding for emergency preparedness and response personnel attending ODP-sponsored and approved training classes –**
Payment of overtime expenses will be for work performed by award (SAA) or sub-award employees in excess of the established work week (usually 40 hours). Further, overtime payments are allowed only to the extent the payment for such services is in accordance with the policies of the State or unit(s) of local government and has the approval of the State or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00pm), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to FICA, Workers' Compensation and Unemployment Compensation.
- 2. Training Workshops and Conferences –** Grant funds may be used to plan and conduct training workshops or conferences to include costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel and training plan development.
- 3. Full or Part-Time Staff or Contractors/Consultants –** Full or part-time staff may be hired to support training-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the State or local unit(s) of government and have the approval of the State or the awarding agency, whichever is applicable. The services of contractors/consultants may also be procured by the State in the design, development, conduct, and evaluation of CBRNE training. The applicant's formal written procurement policy of the Federal Acquisition Regulations (FAR) must be followed.
- 4. Travel –** Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the training project(s) or for attending ODP-sponsored courses. These costs must be in accordance with either the federal or an organizationally-approved travel policy.
- 5. Supplies -** Supplies are items that are expended or consumed during the course of the planning and conduct of the training project(s) (e.g., copying paper, gloves, tape and non-sterile masks).
- 6. Other Items –** These costs include the rental of space/locations for planning and conducting training, badges, etc.